## FORT BEND COUNTY LIBRARIES APPLICATION FOR USE OF THE POINTE (3<sup>rd</sup> FLOOR) MISSOURI CITY BRANCH LIBRARY

(Application must be made in person at the Missouri City Branch Library)

Rent	tal request for (select <u>one</u> only) [ ] Open Hours (8 am to closing) [ ] After Hours (closing to 12 am midnight)  If renting after hours, see Appendix A.			
Date	;			
1.	Name			
2.	The undersigned representative agrees that use of The Pointe will be in accordance with library procedures. The undersigned representative agrees that he/she is responsible for use of The Pointe. It is the responsibility of the person named below to pay for any fees for use or additional charges incurred during us			
	Name			
	Signature Date			
	Address			
	Telephone number			
	Email address			
	Name, address, telephone number, and email address of two other representatives with the authority to inquire about or change reservations.			
3.	Nature of Meeting or Activity Room capacity must not exceed 60 people.			

Reminder: Rental must occur between the hours of 8 am to closing OR after hour, from closing to 12 am (midnight). Rental may not overlap between the library's open hours and after hours. See library's website for hours of operation. If requesting audiovisual, please contact the Missouri City Branch Library (281-238-2100) to make arrangements at least one week prior to scheduled rental. Staff will not be available to assist during scheduled rentals.			
Total hours	of use requested		
` -	\$125.00 refunded provided that I there are no damage		edures are followed, the room
Fees for Th	e Pointe are \$50.00 pe	er hour.	
Total hours	x \$50 =	Total Fee	
Please make application.	e checks payable to F	ort Bend County. F	Payment is due at time of
Clean-Up Agreement			
I agree to assume full responsibility for cleaning of The Pointe in accordance with the procedures listed. I further acknowledge that I will be financially responsible for payment of any damages or custodial services if I fail to clean up the facility and grounds properly.			
Signature			Date

## Appendix A

A peace officer is required if The Pointe is rented for use outside of regular library business hours. Renters are responsible for hiring and paying a peace officer for a minimum of two (2) hours of work and for the entire period the room is in use after hours. All peace officer arrangements must be made with the Fort Bend County Sheriff's Office; you cannot provide your own security.

Contact Deputy John Morales at 832-361-9809 to schedule.